



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

SITE CIVIL CONSTRUCTION SUBMITTAL

Date:		Permit #:	
APPLICANT: <input type="checkbox"/> Property Owner <input type="checkbox"/> Engineer <input type="checkbox"/> Other:			
Project / Plat Name:		Land Use Project #:	
Project Address:			
Land Use Designation:			
Property Tax #(s):			
Description of Project: <input type="checkbox"/> Plat <input type="checkbox"/> Short Plat <input type="checkbox"/> Non-Subdivision Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other			
Total Acreage of property:		Total number of lots proposed:	
Linear feet of roadway:		Total Engineer's Cost Estimate: \$	

OWNER

Name:
Address:
City/State/Zip:
Phone:
Cell Phone:
Alternate Phone:
E-mail:

APPLICANT

Name:
Address:
City/State/Zip:
Phone:
Cell Phone:
Alternate Phone:
E-mail:

SUBMITTAL DOCUMENTS

Plans Include (check all that apply): <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Storm <input type="checkbox"/> Street <input type="checkbox"/> Curb & Gutter <input type="checkbox"/> Street Lights <input type="checkbox"/> Grading <input type="checkbox"/> Street Use / Cut <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Channelization <input type="checkbox"/> Other:
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The owner/applicant shall assume full and complete responsibility for said work and shall be responsible for the acquisition and compliance of all applicable permits and/or authorizations. I hereby certify under penalty of perjury of the Laws of the State of Washington that I have read and examined the application and know that information contained herein is true and correct. I will comply with all provisions of law and ordinances governing this type of construction work, whether specified herein or not. I understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state or local law regulating the construction or performance sought under this permit. I further certify under penalty of perjury of the Laws of the State of Washington, as applicant, that I am the owner of record, or that the proposed work is authorized by the owner of record and I have been authorized to make this application as his authorized agent, and as authorized agent of a duly formed and qualified corporate entity.

Signature of Owner or Authorized Agent

Printed Name

Date

Review Fees: See reverse	Receipt #:	Intake Date:	Staff:
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SITE CIVIL CONSTRUCTION SUBMITTAL CHECKLIST

- ☐ Civil Submittal Application form
- ☐ **5 full size sets** of complete Construction Plansets
See Civil Submittal Requirements and Standards
- ☐ **1 set** of half-size complete Construction planset and PDF on compact disc
- ☐ Engineer's Estimated Cost of Construction

IF APPLICABLE:

- ☐ **2 sets** of full-size Landscape plans
- ☐ **3 sets** of Storm Drainage Report
- ☐ **3 sets** of Geotechnical Report
- ☐ **3 sets** of Easement(s), dedication(s), and/or critical area protection
- ☐ **3 sets** of Structural Report(s) (i.e., retaining walls, amended soils, etc.)

FEE SCHEDULE

PLAN REVIEW & INSPECTION FEES

SHORT PLAT (1-4 lots)			
<input type="checkbox"/>	Construction Plan Review base fee		\$ 800.00
<input type="checkbox"/>	\$50 per lot:	\$50 x lots =	\$
<input type="checkbox"/>	\$50 per tract:	\$50 x tract(s) =	\$
PLAT (5-29 lots)			
<input type="checkbox"/>	Construction Plan Review base fee		\$2,500.00
<input type="checkbox"/>	\$75 per lot:	\$75 x lots =	\$
PLAT (30+ lots)			
<input type="checkbox"/>	Construction Plan Review base fee		\$2,500.00
<input type="checkbox"/>	\$100 per lot:	\$100 x lots =	\$
COMMERCIAL DEVELOPMENT & NON-SUBDIVISION			
<input type="checkbox"/>	0.2% of Engineer's Construction Cost Estimate Estimate \$ x 0.02 =		\$ (\$1,500 minimum)
TOTAL ENGINEERING REVIEW FEES			\$



CIVIL SUBMITTAL REQUIREMENTS AND STANDARDS

Plan Submittals:

- All plans and reports shall be prepared, stamped and signed by an Engineer, licensed in the State of Washington.
- All site/civil plans shall be 22"x34".
- Plans shall be prepared to 1" = 10', 1" = 20', or 1" = 30' scale. The vertical scale for profiles shall be 1" = 5' (or 1" = 10' for steep slopes).
- Drafting standards and symbols shall conform to Washington State APWA Chapter CAD Standards.
- Plans shall include a north arrow.
- A vicinity map shall be located on the title sheet.
- The Professional Engineer's seal and original signature shall be located in the title block on each plan sheet.
- The Surveyor's seal and original signature shall be located in the title block on the survey control plan.

Required Site and Topographic Information:

- Existing contours shown as dashed lines at minimum 2-foot intervals. Proposed contours shown as solid lines at minimum 2-foot intervals.
- Show onsite benchmark location and provide description of item.
- Property lines shown with bearings and distances and ties to controlling corners or subdivision corners.
- Location, size and type of any existing or proposed structures, impervious areas, drainage facilities, wells, drain fields, drain field reserve areas, roads, pavement striping, signs, easements, and utilities on the site. Clearly differentiate between proposed and existing.
- Existing and proposed drainage pattern(s), storm drainage and LID facilities (i.e., ditch lines, culverts, catch basins, French drains, surface drainage or sheet flow arrows). Clearly differentiate between proposed and existing.
- Flow arrows on pipes for all existing and proposed gravity systems including but not limited to storm drainage and sanitary sewer.
- Location of all property boundaries, easements and structures on site.
- Location of all wetlands, water bodies, streams, native growth protection areas (NGPAs), and critical areas within 100 feet of the site, including all setbacks and buffers. Include off-site critical areas.
- Boundaries or limits of site disturbance, clearing and grading.
- Location and type of soils and vegetative cover, before and after development.
- Location and type of existing and proposed water quality control facilities or low impact development measures such as detention ponds, rain gardens, roof gardens or other BMP devices.

Required Erosion Control Information:

- Location and type of proposed measures (BMPs) for Temporary Erosion and Sedimentation Control (TESC) or Stormwater Pollution Prevention Plans (SWPPP).
- Identify the Certified Erosion Control Specialist who will be monitoring the site on a regular basis.
- General notes and drainage notes and specifications or references to compliance with City of Snohomish standards and the WSDOT/APWA Standard Specifications, materials specifications for the construction of the project.
- Grading quantities shall be shown on the plan, showing both cut and fill quantities in cubic yards,
- Grading shall comply with the requirements of Chapter 18 of the International Building Code, City of Snohomish Engineering Standards and the Snohomish Municipal Code (SMC).
- Hydraulic Project Approval (HPA) summary information or permit conditions shall be attached or affixed to the plans and specifications, if work is within ordinary high water mark (OHWM) of a stream or river.
- All projects which impact WSDOT and Snohomish County rights-of-way shall secure the necessary permits from either the State or County.
- Note "Call 1-800-424-5555 Before You Dig" on the plans in a prominent location.



Road Information:

- Road names identified – Official street/road names in the project shall be used if known. Otherwise, name streets and roads by letters in construction plans. Official street/road names shall be included in as-built plans.
- Road alignment with 100 foot stationing and stationing at PTs and PCs with bearing and distances on centerlines. Establish base line or centerline adequately dimensioned from at least two known reference points or monuments approved by the City of Snohomish.
- Right-of-way lines and widths for existing and proposed road and intersecting roads.
- Curve data, at least three elements (radius, delta, arc length or tangent distance) on all curves. These may be shown in a curve table.
- Show details of frontage improvements on separate plan sheet.
- Limits of existing and proposed paving.
- Typical roadway sections of existing or proposed roads to be improved plus their functional road classifications and posted/design speeds.
- Driveway schedule for a proposed development with three or more access points, including length, width, surface type and location.
- Existing and proposed monumentation.

Profile:

- Original ground lines with elevations at 100-foot stations and at significant grade breaks extended 100 feet beyond the property line.
- Final road and storm drain profile with stationing, same as horizontal plan extended 100 feet beyond the property line.
- Vertical curve elevation and stations of vertical PI, PC, and PT(s), sag (low point) and crest (highpoint), and grade breaks shown.
- Design of roadway extended 100 feet beyond project (match existing driveway profiles at road connection).

Water:

- Locations and sizes of existing and proposed water lines, meters, hydrants, valves, fittings and services.
- Station, offset and a detailed callout of all hydrants, valves and fittings.
- For utility crossings which involve vertical offsets in the water line, provide details showing the crossing, including vertical bends, blocking, shackle rods, other restraints and pipe invert elevations.
- Fire Hydrants shall be clear of all obstructions, including landscaping or other interfaces, for a minimum of 3 feet around the hydrant.
- Include water notes in the water section of the plans.
- Show existing and proposed water easements.
- Show locations of all existing wells.

Sewer:

- Locations and sizes of existing and proposed sewer lines, manholes, cleanouts and services.
- Station and offset of all manholes, cleanouts and services.
- Slope and invert elevations of existing and proposed pipe.
- Show the sewer service locations in linear feet from the nearest downstream manhole.
- Use flow arrows on sewer lines to indicate the direction of flow.
- Show all utility crossings in plan and profile.
- Include sewer notes in the sewer section of the plans.
- Show existing and proposed sewer easements.
- Show locations of all existing septic systems to be decommissioned.



**CITY OF SNOHOMISH PUBLIC WORKS DEPARTMENT
INSPECTION RECORD SHALL REMAIN AT THE JOB SITE**

No Civil Construction shall commence until permit holder/agent has posted this Inspection Record in a conspicuous place on the premises.

Project Owner:		Contractor:		
Project Name:		Project Address:		
Nature of Work:				
Permit/Project #:		Date Issued:		
INSPECTOR MUST SIGN ALL SPACES PERTAINING TO THIS JOB				
DEPARTMENT	INSPECTION	DATE	INSPECTOR	REMARK
EROSION CONTROL (360)282-3193	N.G.P.A. STAKING/FENCING			
	INSTALLATION OF INITIAL TESC			CALL BEFORE MOVING DIRT
	MAINTENANCE OF TESC			
	FINAL REMOVAL OF TESC			
ROADWAY (360)282-3193	ROADWAY STAKED			
	ROADWAY SUBGRADE			
	COMPACTION TEST			CALL BEFORE PAVING
	ROADWAY PAVEMENT			CALL BEFORE PAVING
	CURB/GUTTER			CALL BEFORE CONCRETE POUR
	SIDEWALK			CALL BEFORE CONCRETE POUR
	DRIVEWAY			CALL BEFORE CONCRETE POUR
	FINAL LIFT			
	STRIPING			
	SIGNAGE			
	RED LINED PLANS TO INSPECTOR			
MISC. ITEMS	LANDSCAPING			
	IRRIGATION SYSTEM			
	MAILBOX INSTALLED			
	PARK/PLAYGROUND			
SANITARY SEWER (360)282-3193	SEWER STAKED			
	SEWER MAIN INSTALLED			CALL BEFORE BACKFILLING
	SEWER MH'S INSTALLED			CALL BEFORE BACKFILLING
	COMPACTION TEST			
	NEW SEWER PLUGGED			
	SIDE SEWER INSTALLED			
	SEWER PLUGS REMOVED			
	SEWER MANDREL TEST			
	SEWER EXTERNAL GROUT MH			
	SEWER LOCATE TAPE INSTALLED			
	SEWER CLEAN-OUTS INSTALLED			
	SEWER TV			CALL TO SCHEDULE
	SEWER AIR TEST			CALL TO SCHEDULE
	PAVEMENT RESTORATION			
	MANHOLE COVERS ADJUSTED			CALL BEFORE PAVING
	RED LINED PLANS TO INSPECTOR			
STORM SEWER (360)282-3193	STORM DRAINAGE STAKED			
	STORM PIPING			CALL BEFORE BACKFILLING
	STORM STRUCTURES			
	COMPACTION TEST			



DEPARTMENT	INSPECTION	DATE	INSPECTOR	REMARK
STORM SEWER (360)282-3193	LAMPING TEST			
	PAVEMENT RESTORATION			
	LEAK TEST			
	YARD DRAINS			
	DETENTION VAULT			
	DETENTION POND			
	INFILTRATION			
	WATER QUALITY			
	RED LINED PLANS TO INSPECTOR			
WATER (360)282-3193	WATER STAKED			
	WATER MAIN INSTALLED			CALL BEFORE BACKFILLING
	FIRE HYDRANT INSTALLED			
	COMPACTION TEST			
	PAVEMENT RESTORATION			
	FIRE LINE INSTALLED			
	AIR/VAC INSTALLED			
	BLOW-OFF INSTALLED			
	METER INSTALLED			
	PRESSURE TEST			
	BIOLOGICAL TEST			
	FLUSHING			
	VALVE ADJUSTED			
	RED LINED PLANS TO INSPECTOR			
	CROSS-CONNECTION CONTROL			
SURVEY	CLEARING LIMITS STAKED			
	RIGHT OF WAY STAKED			
	SEWER CUT SHEETS			
	STORM CUT SHEETS			
	WATER CUT SHEETS			
	CURB CUT SHEETS			
	MONUMENT RESET & FILED			
	MONUMENT INSTALLED & FILED			
	AS-BUILT SURVEY			
P.U.D.	ON-SITE LIGHTING			
	STREET LIGHTS			
ADMINISTRATION ITEMS	EASEMENT RECORDED			
	RIGHT OF WAY			
	RIGHT OF WAY RECORDED			
	AS-BUILTS (MYLARS) APPROVED			
	PLAT RECORDED			
	BILL OF SALE NOTARIZED			
	MAINTENANCE BOND			
	DEVELOPER AGMT RECORDED			
	SNOHOMISH COUNTY AS-BUILTS			
FINAL	FINAL ACCEPTANCE ISSUED			ALL SECTIONS MUST BE SIGNED
WATER SERVICE	WATER SERVICE TURNED ON			AFTER PROJECT ACCEPTANCE

NOTE: This inspection card must be returned to the permit center. Please call (360)282-3193 for final inspection prior to the project acceptance letter being issued.